



Policy Number	4.4.2
Approval Body	PEC
Policy Officer	VP Academic
Approval Date	June 2000

4.4.2 COURSE OUTLINE FORM

COURSE OUTLINE:

Faculty:	
Course number:	
Course name:	
Credits (hours/week)	
Time:	
Day:	Start Date:
Location:	End Date:
Prerequisites:	
Instructor:	Office number:
Telephone number:	Fax:
Office hours:	Email:
Substitute:	Telephone number:

CATALOGUE DESCRIPTION

COURSE DESCRIPTION AND OBJECTIVES (introduction – overview, level, subject, medium)

COURSE LEARNING OUTCOMES (what will students learn. Describe the skills, knowledge, values, and attributes to be covered.)

METHODS (how the student will be taught, i.e. seminars, critiques, workshops)

CONTENT (what media, materials and concepts the student will encounter)

RESOURCE MATERIALS (Texts, materials and/or equipment required or recommended)

GRADING FORMAT:

Attendance%
Participation%
Projects%
Exams, tests%
Presentations%
Research%
Total:	100%

EVALUATION CRITERIA (Definition of each of the grading format defined here)

Course Notes (policies and procedures):

- Course outline changes: The instructor may change the material specified in this outline. If changes are required, they will be announced in class.
- Assignments: Late assignments or projects may be accepted for marking, but with a penalty proportional to lateness. Assignments must be entirely completed by the individual student unless otherwise specified by the instructor.
- Plagiarism: It is an offense of plagiarism to use someone else's works or ideas as one's own without proper acknowledgement, failure to do so may result in penalties as severe as a zero on an assignment, failure in the course or if repeated expulsion from the University.

- **Illness:** The student will provide the instructor with a doctor's note for any illness causing the student to miss assignments, quizzes, tests, projects or exams or for extended absences. At the discretion of the instructor the student may complete the work for a prorated grade.
- The student will demonstrate that he/she understands the safe use of tools and other equipment, materials, and processes used in their course projects. The student will be able to work safely with the tools and materials chosen to complete the projects required for the course. The students will have the ability to conduct themselves in a responsible manner that does not endanger themselves or others. The student will adhere to the area procedures regarding authorized use of equipment and handling of materials.
- **Students with Disabilities:** If you have special needs or disabilities of any kind (physical, mental, learning, aural, visual or other) that might affect your experience or performance in this class please inform your instructor and/or apply to the Disability + Intake Counsellor for formal accommodation. We will do our best to make appropriate adjustments.

Signature: _____ Instructor: _____

Student: _____ Date: _____

SYLLABUS (Instructor may customize as necessary)

COURSE SCHEDULE:

<i>Date</i>	<i>Week</i>	<i>Topic</i>	<i>Resources</i>	<i>Assignment</i>
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			